

## – Guidelines for Video Files –

### **Preparing the Video File for Submission to *Symposium***

Once your video has been created, produced, captured, and edited for viewing, it is likely stored in some appropriate digital video format, perhaps DV or AVI, on your hard drive. It now needs to be *encoded* for submission to *Symposium*.

The final video file must be *compressed and formatted* for online delivery. Otherwise, the files will be too large and download by viewers of your video will take far too long. Compressing and formatting digital video for online presentation is called *encoding*. This requires *encoding software*.

The software that performs encoding is called a *codec*. One or more codecs are built into various programs for compressing and preparing your video for *Symposium*. Codecs are designed to produce a video file in one of the major video formats. Please *encode* your video in either mp4 or m4v format. Once encoded and saved in one of these formats, your video files are ready for transmission to *Symposium*.

One such encoding program is MPEG Streamclip. Here are the instructions for using MPEG Streamclip:

#### **INSTRUCTIONS FOR MPEG STREAMCLIP**

Download the program here: <http://www.squared5.com>

1. Open up MPEG Streamclip. Click File>Open Files. Locate the video file and click "Open"
2. Click File>Export to MPEG-4
3. Click iTunes. Select either Apple TV 4:3 (SD) or Apple TV 16:9 (SD), depending on how you want the video to display.
4. Change Compression to Apple MPEG 4 Compressor
5. Quality: Drag to 100%
6. Click Make MP4. It will scan and the video file will be created.

You may be able to find other freeware or shareware programs that will accomplish the encoding task.

### **Transmitting the Encoded File to *Symposium***

To transmit the video file to *Symposium*, please do the following:

Make sure the video file name has no spaces or special characters. Name the video file according

to the author or ensemble name (e.g., smith\_choir.mp4, davis\_robert.mpv, smith\_lecture.mpv).

Make sure the video file is in mp4 or m4v format.

Note where you have saved the file.

Go to WeTransfer.com and send the file to the following addresses:

- SymposiumVideos@music.org
- lplr@music.org.

*Symposium* will provide acknowledgement of receipt of your file.